

POLICE SERGEANT

General Statement of Duties: Performs supervisory and specialized field and office police work; does related work as required.

Distinguishing Features of the Class: The work in this class involves responsibility for supervising Police Officers, and other subordinate employees and for participating in police patrol and regulatory activities and for performing generalized duties in the street, at the scene of serious crime and at police headquarters. A Police Sergeant frequently participates in work performed by subordinate officers and assumes complete charge in the absence of a superior officer. Although work is performed in accordance with general departmental policies and procedures, the employee must exercise initiative in applying them to specific situations as they arise; however, a superior officer is normally on duty. Police Sergeant may also serve as desk sergeants or in command of detectives on an assigned shift. A Police Sergeant is given specific work instructions by superior officers on new assignments but works with considerable independence in performing regularly assigned duties. Work is reviewed by inspection, observation of results, and through oral and written reports.

Areas of Accountability:

1. Supervises subordinates under his/her command in accordance with department rules, Union contract and all other applicable rules.
 - Maintains an acceptable level of proficiency and productivity for all personnel under his/her supervision;
 - Assumes duties and responsibilities of his/her supervisor in their absence;
 - Insures that personnel under his/her command responds to all assignments and handles all assignments expeditiously;
 - Resolves grievances according to department policy;
 - Maintains supervision and control of personnel at the training site;
 - Keeps immediate supervisors apprised of important matters or events coming to his/her attention;
 - Maintains high degree of integrity in public and private life so command effectiveness is not compromised;
 - Maintains assignment and district integrity.
2. Accepts the responsibility of his/her command.
 - Follows through on assignments to determine effectiveness;
 - Recognizes position as part of management;
 - Takes charge of recruitment and training programs;
 - Takes charge of all equipment under his/her care and control;
 - Assists staff in the development of policy and procedure;
 - Is consistent and reliable in his/her judgment;

- Effective under stress;
 - Recommends discipline in a fair and impartial manner;
 - Responsible for conduct, appearance and strict attention to duty of all personnel under his/her command;
 - Investigates citizen's complaints and monitors officer's response;
 - Prepares factual, clear, concise, written reports with specific recommendations;
 - Actively participates in the oral interview process for applicants.
3. Makes field command decisions.
- Takes charge at major accidents and crime scenes;
 - Assists subordinates with important decisions on technical matters;
4. Trains personnel.
- Ensures that deficiencies are monitored and requests training to correct problem areas;
 - Maintains an educational and training level for self;
 - Actively assists in the training program;
 - Prepares in-service training schedules;
 - Evaluates training programs and instructors and submits recommendations for improvement;
 - Utilizes video as a training aid;
 - Plans and carries out a program of orientation and training for new employees.
5. Evaluates personnel and reports.
- Uses the Productivity and Evaluation Measurement System as a means of communications and improving performance;
 - Reviews and evaluates reports;
 - Makes inspections of personnel and equipment;
 - Reviews and evaluates the performance of those departmental employees directly responsible to him/her on a regular basis.
6. Uses independent judgment when making daily assignments.
- Actively assists on assignments;
 - Screens reports and makes follow-up assignments;
 - Assists subordinates with interviews, interrogations, and warrant preparations;
 - Provides guidance to civilian office personnel with the public and daily assignments.
7. Makes effective use of criminalistic and/or technical examinations at major accidents, incidents, crime scenes or other investigations.
- Polygraph;

- Photography;
 - Fingerprint recording, classifying, and comparison;
 - Crime scene processing.
8. Maintains acceptable records keeping system.
- Maintains a working file to aid in the responsibility of assignments;
 - Submits proper daily, monthly and annual reports;
 - Keeps records of assignments for follow-ups;
 - Utilizes maps to record incidents and locations;
 - Utilizes data effectively for predicting and combating crime and traffic problems;
 - Provides assistance to employees in maintaining a records keeping system;
 - Maintains an up-to-date personnel file on training assignments;
 - Maintains records of any counseling sessions and disciplinary action taken or recommended;
 - Maintains confidentiality and security of all records under his/her control;
 - Establishes and maintains an inventory of all equipment under his/her control and a formal inventory for the entire department;
 - Responsible for the records and purchase of goods, materials, equipment, supplies, and services;
 - Receives and properly records all property and evidence brought to the department and upon request submits same to federal, state, or other agencies for laboratory analysis;
 - Maintains proper storage of all dated records;
 - Maintains proper and necessary records of all auctions of bicycles, property and motor vehicles;
 - Insures that bills submitted for payments are legitimate and accurate and forwarded to the Finance Department;
 - Conducts proper inspections of salvage titles, vehicles, and businesses.
9. Performs other duties which may be required by department policy or by employees, supervisors, or department head.

Required Knowledge, Skills, and Abilities: Good knowledge of modern police methods and practices; good knowledge of the rules and regulations of the Police Department; good knowledge of pertinent local, state, and federal laws and regulations; good knowledge of the geography of the City and of the location of important buildings; ability to establish and maintain effective working relationships with subordinates, associates, and the public; ability to react quickly and calmly to emergency police situations; ability to prepare and maintain clear, concise and accurate reports; ability to administer first aid; ability to plan, assign, instruct, and review the work of subordinates; skill in the use and care of firearms and other weapons and in the operation of motor vehicles; good physical condition.

Acceptable Experience and Training: Some experience at the level of Patrol Officer and completion of a standard high school course, preferable supplemented by college

level course work and training in police work; or any equivalent combination of experience and training which Provides the required knowledge, skills, and abilities.

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